

**DEPARTMENT OF MILITARY & VETERAN'S AFFAIRS  
TRAVEL QUESTIONNAIRE FOR OVERTIME ELIGIBLE EMPLOYEES**

Employee Name: \_\_\_\_\_ SSN: \_\_\_\_\_

Check one:

☐ Same Day Travel

☐ Overnight Travel

Normal work hours (when not traveling): \_\_\_\_\_ AM to \_\_\_\_\_ PM

Normal Work Days (when not traveling ) M T W TH F S S

Be sure to note any weather/time delays and/or waiting for luggage at the bottom of this form. **Send this questionnaire with a copy(s) of your timesheet(s) for the same pay period(s) to your servicing Human Resources office.** Please provide a copy of the Travel Authorization (TA) form if available. Complete additional forms for multiple travel segments.

**DO NOT INCLUDE HOURS CLAIMED BELOW ON YOUR TIME SHEET**

**Use One time zone when filling out this form, preferably Alaska Standard Time**

**DEPARTURE:** City \_\_\_\_\_ State \_\_\_\_\_

DATE \_\_\_\_\_ Day of week: \_\_\_\_\_

\_\_\_\_\_ AM/PM Required check-in time  
\_\_\_\_\_ AM/PM Actual arrival at airport, ferry terminal, etc.  
\_\_\_\_\_ AM/PM Time of departure  
\_\_\_\_\_ AM/PM Arrival at destination terminal  
\_\_\_\_\_ AM/PM Pickup of State equipment necessary for trip  
\_\_\_\_\_ Meal break during travel (1/2 hour minimum)

**Payroll Use**

Time: \_\_\_\_\_  
Compensable Hours \_\_\_\_\_  
Comments: \_\_\_\_\_

**RETURN TO DUTY STATION:** City: \_\_\_\_\_ State \_\_\_\_\_

DATE \_\_\_\_\_ Day of week: \_\_\_\_\_

\_\_\_\_\_ AM/PM Required check-in time  
\_\_\_\_\_ AM/PM Actual arrival at airport, ferry terminal, etc.  
\_\_\_\_\_ AM/PM Time of departure  
\_\_\_\_\_ AM/PM Arrival at destination terminal  
\_\_\_\_\_ AM/PM Pickup of State equipment necessary for trip  
\_\_\_\_\_ Meal break during travel (1/2 hour minimum)

**Payroll Use**

Time: \_\_\_\_\_  
Compensable Hours \_\_\_\_\_  
Comments: \_\_\_\_\_

**VEHICLE USE:** ☐ Driver or ☐ Passenger ☐ State vehicle or ☐ Private vehicle

If you utilized a private vehicle, was a state vehicle or public conveyance available? ☐ Yes ☐ No

Complete "Departure" and "Return to Duty Station" sections above indicating actual departure and arrival times.

**ADDITIONAL INFORMATION:** Include specific information regarding weather delays, work performed while in travel status, picking up of state equipment necessary for travel, etc. \_\_\_\_\_

**I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT**

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Employee phone number

\_\_\_\_\_  
Supervisor Signature Date

\_\_\_\_\_  
Supervisor Name Printed Phone #

**DEPARTMENT OF MILITARY & VETERAN'S AFFAIRS**  
**TRAVEL QUESTIONNAIRE FOR OVERTIME ELIGIBLE EMPLOYEES**  
**General Information**

**Overnight Travel:**

Travel during normal working hours: Travel during normal working hours (8:00 am – 4:30 pm) on regular scheduled workdays and nonwork days is compensable. Nonwork days include Saturday, Sunday, and Holidays. For employees on Alternate Workweek Letters of Agreement, nonwork days are considered your scheduled days off.

Travel outside normal working hours: Travel outside normal working hours is **not** compensable unless employee is performing work while traveling. Work during travel time should have prior authorization of the employee's supervisor.

**Same Day Travel:**

On one-day travel employees are paid from the start of the trip (check in) to the completion of the trip (pick up of State equipment necessary for travel) with the exception of relief periods. the completion of work and check in time, this time is considered a period of relief and is not compensable.

**The following applies to same day travel and overnight travel:**

Commute time: Commute time from the employee's home to the airport is **not** compensable unless the employee is **ordered** by the employer to pick up other employees or equipment, etc. on the way.

Check In / Baggage Claim: Up to the carriers required check in time (usually one to two hours) is compensable. Baggage pickup may only be claimed if it is for the pickup of State equipment necessary for the travel. Up to one-half (1/2) hour is compensable for baggage claim of State equipment necessary for the travel. Employees are entitled to compensation for this time even if it occurs outside of their normal working hours.

Meal Breaks: Employees are not paid for regular meal breaks while traveling on one day or overnight trips. The scheduled meal break will be deducted from travel time on the travel questionnaire.

Flight Delays: If a flight is delayed outside of normal working hours, an employee is compensated only if they are told they must remain at the airport in preparation for boarding. If an employee is told to return at a later time they are not compensated until that time. Flight delays must be noted in the *Additional Information* section of the *Travel Questionnaire*. Once an employee boards the plane, they are not compensated for flight delays that occur outside of normal working hours.

Crossing Time Zones: Employees should indicate all time on the travel questionnaires based on Alaska Standard Time.

\_\_\_\_\_